

Quick Reference Card - Work with the keyboard

About keyboard shortcuts

For a full list of all keyboard shortcuts for each Office program, please refer to each program's Help topics.

There are three ways of using shortcuts:

The menu bar

The toolbars

Knowing the specific shortcut

A menu will show the specific shortcut on the right hand side.

The menu bar

Switch the focus to the menu bar by pressing ALT.

ALT+ the underlined letter in the menu name will open that menu. For example, ALT+F opens the **F**ile menu.

When a menu is open, select a command by pressing the underlined letter in that command name.

From the menu bar or toolbars, pressing ALT will return the focus to the insertion point in the document.

The toolbars

Move the focus to the toolbars by pressing ALT to focus on the menu bar, and then press CTRL+TAB to move the focus from toolbar to toolbar.

Move along the toolbars by using TAB or the arrow keys.

When the focus is on the button you require, press ENTER to select it.

View the toolbar menu from the **View** menu on the menu bar, or put the focus on the menu bar by pressing ALT and then pressing SHIFT+F10.

Keystrokes to move the insertion point around text, or select text

Press SHIFT+ any of the following keystrokes to select text:

LEFT ARROW	Left one character at a time
RIGHT ARROW	Right one character at a time
DOWN ARROW	Down one line at a time
UP ARROW	Up one line at a time
CTRL+ LEFT ARROW	Left one word at a time
CTRL+ RIGHT ARROW	Right one word at a time
HOME	To the beginning of the current line of text

END	To the end of the current line of text
CTRL+HOME	To the beginning of the document
CTRL+END	To the end of the document
PAGE UP	Up one full screen
PAGE DOWN	Down one full screen
CTRL+PAGE UP	To the beginning of the previous page
CTRL+PAGE DOWN	To the beginning of the next page

Common shortcuts

CTRL+O	Open
CTRL+Z	Undo
CTRL+Y	Redo. In some programs, if there is nothing to redo, this repeats the last action.
CTRL+S	Save
CTRL+P	Print
ALT+F4	Close the active window
CTRL+B	Bold
CTRL+I	Italic
CTRL+U	Underline
CTRL+R	Align right
CTRL+E	Align center
CTRL+L	Align left
CTRL+C	Copy
CTRL+X	Cut
CTRL+V	Paste
CTRL+C+CTRL+C	Open the clipboard
CTRL+F	Find
CTRL+H	Replace
CTRL+A	Select whole document
F7	Spell checker
SHIFT+F7	Thesaurus
CTRL+SHIFT+S	Style box
CTRL+SHIFT+F	Font
CTRL+SHIFT+N	Change font to Normal style